



CALL FOR Tender (Company or Individual)

CFT Title: Provision of Hiring Car With Driver for (Enabling Environment Support) Projects in (Mousl , Salah Aldin) Governorates

CFT Submission Deadline: 28-07-2024 at 4:00 PM

CFT Ref#: CFT-HQ-2024-004

Dear Sir/Madam,

The Iraqi Ashour Relief and Development Foundation (ARD) has received a donation from various donors to implement the humanitarian operation in Iraq. Part of this process is to provide a driver with a car in the Nineveh and Salah Aldin office to implement the activities, ARD would like to invite you to submit your sales quotation for a driver with a car in the Nineveh and salah aldin office according to the attached Terms of Reference (Annex B) and according to the attached ARD QR (Annex C - Request for Quotation) to ARD. This Call for Tender (CFT) is to conclude a contract with the winning bidder for a period of 15 months with the possibility of extension. During this contract, all services will be provided to the Assyrian Foundation for the items described in the attached QR through the winning bidder at fixed prices during the contract period. Below is a general description of the required items and other relevant information: **Summary for the items to be provided:**

I. TENDER DETAILS

The Tender details are as follows:

| Line | Item | Time, date, address as appropriate |
|------|---|--|
| 1 | CFT published | 22.07.2024 |
| 2 | Closing date for clarifications | 28.07.2024 Time: 4:00 PM Iraqi Time |
| 3 | Closing date and time for receipt of Tender | 28.07.2024 Time: 4:00 PM Iraqi Time |
| 4 | Email for Clarifications | eo@ashuor.org |
| 5 | Email for Submission of Bids | eo@ashuor.org |

II. IMPORTANT INFORMATION REGARDING THIS RFT:

- This CFT is launched for the purpose of signing a contract with the supplier for the supply (company or individual) of Car with Driver, initially for a period of 15 Month with the possibility of extension.
- A contract is not binding on ARD to place any purchase orders. ARD will place orders with the awarded supplier based on the agreement as per its requirements.
- ARD may choose to cancel the contract if deemed necessary.
- No advance payment will be paid to the awarded supplier upon signing the contract, the fees will be paid according to the working days at the end of each month.
- The awarded supplier or individual is expected to mobilize its own resources to deliver the agreed material.

III. SELECTION AND AWARD CRITERIA

This contract will be awarded to the lowest cost technically compliant quotation. The technical evaluation criteria are as per the specifications stated as below:

A. Administrative Evaluation - For Company:

A Quotation shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Quotations that are deemed administratively non-compliant may be rejected. The documents listed below shall be submitted with your Quotation:

1. Company registration documents
2. Trade ID
3. Tax ID
4. Tax clearance.
5. Company profile
6. References and previous experience (At Least two references for same service during past 5 years with



- NGOs or companies) (Annex D)
7. Supplier Profile & Registration & Declaration Form (Annex E)
 8. Signed TOR (Annex B)

B. Technical Evaluation - For Company:

To be technically acceptable, the Quotation shall meet or exceed the stipulated requirements and specifications in the RFT. A Quotation is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the RFT without substantially departing from or attaching restrictions with them. If a Quotation does not technically comply with the RFQ, it will be rejected.

The technical evaluation will be based on pass/fail criteria, the scoring per each criterion will be:

Good=meet the requirements/pass

Average = meet the requirements/pass

Bad = does not meet the requirements/ fail.

N/A=does not meet the requirements/ fail.

C. Evaluation Criteria - For Individual :

- Driving license.
- Respect of humanitarian values and adherence to the humanitarian charter and principles.
- Fitness to drive.
- Ability to apply different driving techniques: defensive driving, off-road driving, eco-driving, etc.
- Literacy in the working language and able to speak the local language.
- Respect and willingness to work with people from different ethnics and origins.
- Experience with specific vehicles to use (4x4, motorbikes, etc.).
- Knowledge of basic mechanics.
- Good knowledge of country roads.
- Knowing what to do in an accident or emergency.
- Willingness for continuous improvement (driving skills deteriorate with time; possession of driving license of itself does not necessarily imply such competence).

D. Financial Evaluation

All Quotation s that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

IV. Contract PROCESS

The following processes will be applied to this contract:

- Tender Period
- Tender Closing
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF TENDER

Quotation are solely responsible for ensuring that the full Quotation is received by ARD in accordance with the RFQ requirements, prior to the specified date and time mentioned above. ARD will consider only those portions of the Quotation received prior to the closing date and time specified.

All responsive Quotation shall be written on the **ARD QR (Annex 2)**.



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Email submission

Quotation can be submitted by email to the following dedicated, controlled, & secure email address: eo@ashuor.org

- When Quotations are emailed, The **RFQ number shall be inserted in the Subject Heading of the email**
- Quotation documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his Quotation in multiple emails.

-Failure to comply with the above may disqualify the Quotation.

-ARD is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or ARD in the processing of emails.

-ARD is not responsible for the non-receipt of Quotations submitted by email as part of the e-contracting process.

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Quotation price.

B. Currency

IQD (Iraq Dinar)

C. Language

The Quotation Form, and all correspondence and documents related to this RFQ shall be in English.

F. Presentation

Quotations should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initiated by the signatory to the Quotation. Do not submit blank pages of the Quotation Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Quotations shall be signed by a duly authorized representative of the Bidder.

G. Split Awards

ARD reserves the right to split awards.

H. Validity Period

Quotations shall be valid for at least the minimum number of days specified in the RFQ from the date of Quotation closure. ARD reserves the right to determine, at its sole discretion, the validity period in respect of Quotations which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

ARD reserves the right, at its sole discretion, to consider as invalid or unacceptable any Quotation which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Quotation Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFQ Closure.

Under ARD's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ARD will reject a Quotation if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely